



ACHIEVEMENT SERIES - CLASSROOM MODULE

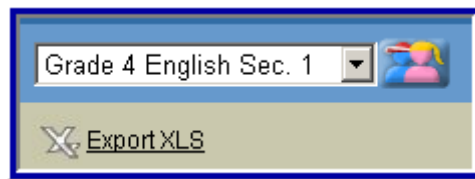
Classroom and District Gradebooks

Section 1: The Classroom Gradebook

Classroom Gradebook contains Classroom Test Scores and Cumulative Averages.

Students' Test Scores for Classroom Tests will display immediately in the Classroom Gradebook after students submit online tests or as soon as their tests are scanned.

1. Login to Achievement Series and click the **Classroom Area** button.
2. Select the **Classroom Gradebook** tab.
3. Select the Class from the drop down list (upper left corner of tab).



4. Access **Student Test Score Details** by clicking the student's test score.
Access Class Reports by clicking the **Class Average** score for a test.

Refer to *Classroom Reports Tutorial* for instructions and report interpretation.

		Total: 4						
		2/24/05	3/26/05	3/30/05				
Student	Conjunctions	Direct Objects	Punctuation	Sentence Structure				Cumulative Average
Class Average	A* 62.0%							
<u>Azaria, Nicole</u>	<u>80.0%</u>							
<u>Doryman, Shelby</u>	<u>80.0%</u>							
		60.0%		A* 50.0%				
<u>Azaria, Nicole</u>	80.0%	50.0%		50.0%				60.0%
<u>Doryman, Shelby</u>	80.0%	50.0%		50.0%				60.0%
<u>McMurray, Trafton</u>	20.0%	50.0%						35.0%

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5. Review the additional information available within the Classroom Gradebook:

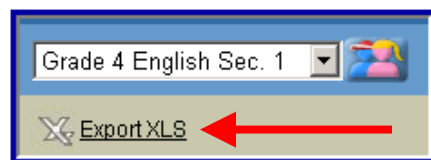
- Access Student data, including the Classes and Groups in which he is enrolled, by clicking the Student Name.

Note: If you are a Staff *with edit rights*, you can modify student data here.

- Sort information by clicking any button that provides *ascending* or *descending* ranking: Student Names, Test Scores, & Cumulative Averages.
- Observe Students' Cumulative Averages for tests *taken* to this point.
- View up to 10 tests per page. Go to 'next page' to view additional tests.

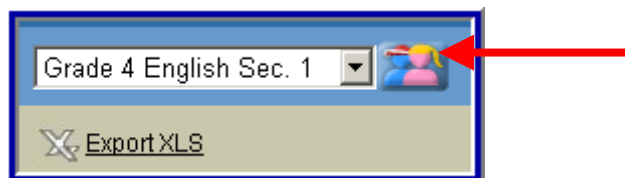
Classroom Tests Classroom Gradebook District Gradebook Shared Tests										
Grade 4 English Sec. 1										
Export XLS										Total: 4
	3/23/05	3/24/05	3/26/05	3/30/05						
	Conjunctions	Direct Objects	Punctuation	Sentence Structure						Cumulative Average
Student										
Class Average	A+ 62.0%	A+ 60.0%		A+ 50.0%						
Azaria, Nicole	80.0%	50.0%		50.0%						60.0%
Doryman, Shelby	80.0%	50.0%		50.0%						60.0%
McMurray, Trafton	20.0%	50.0%								35.0%

- Export Gradebook data by clicking **Export XLS** (upper left corner of this tab)



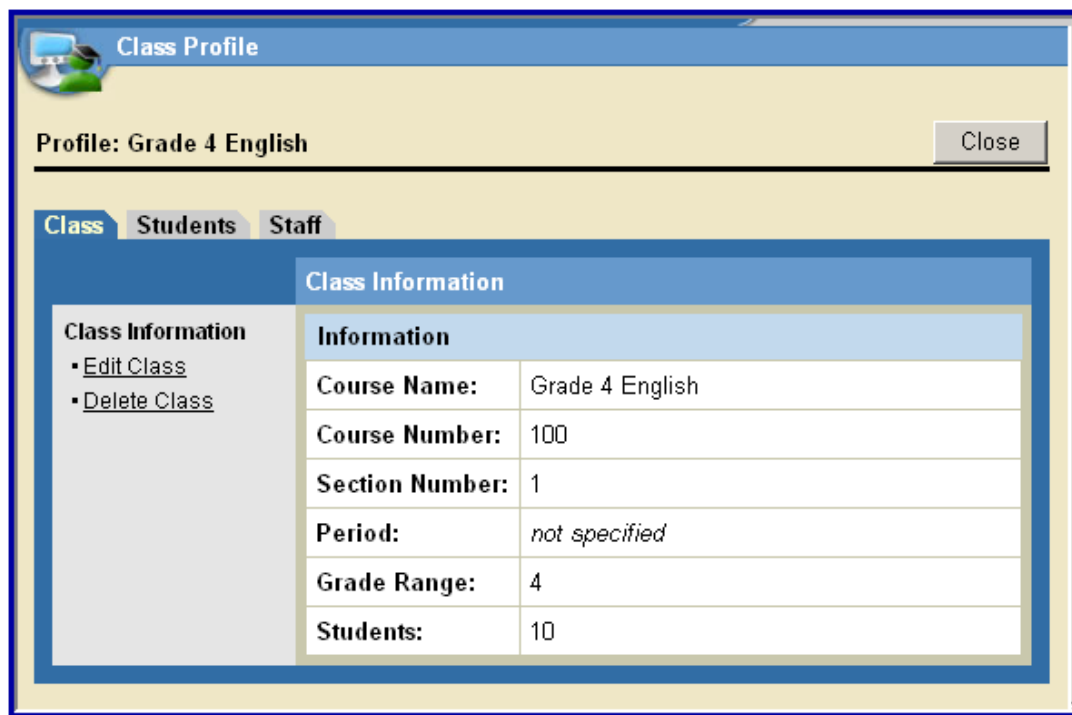
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6. Click the Class icon to access the Class Profile.



7. When the Class Profile page displays, view Class information, Students and Staff.
- Teacher with Edit can edit, add and delete class information.
 - Teachers without Edit can view information only - cannot edit, add or delete.

Click **Close** to exit to the Gradebook screen.



Class Information	
Course Name:	Grade 4 English
Course Number:	100
Section Number:	1
Period:	<i>not specified</i>
Grade Range:	4
Students:	10

Sorting the Classroom Gradebook

At the bottom of the Classroom Gradebook screen is a box that explains how the tests are currently displayed. It also specifies if District tests are included in the Gradebook.

In this example, the tests are in chronological order and District tests are not included.

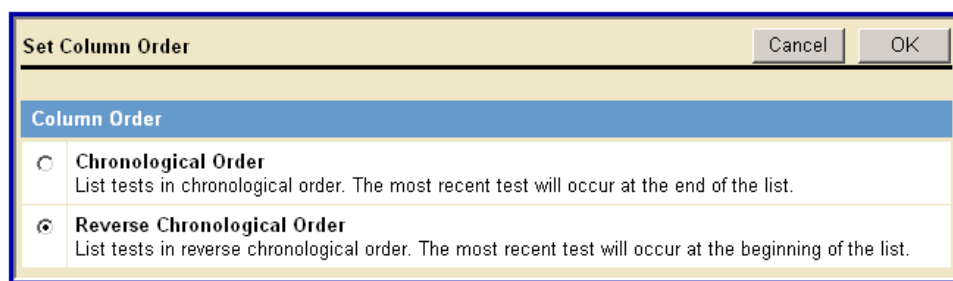
1. To modify these settings, click **Change**.



2. At the next screen, select **Column Order** and **Additional Tests** settings.

A. Set the Column Order using one of the available options below:

- a. Chronological Order
 - Most recent test will be at the end of the list
 - Cumulative Score is on the right side
- b. Reverse Chronological Order
 - Most recent test will be at beginning of the list
 - Cumulative Score is on the left side



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B. Include Additional Tests

If you want to include District tests scores in the Classroom Gradebook, then simply check the box as shown in the example below.

Include Additional Tests	
<input checked="" type="checkbox"/>	Include District tests in the Classroom Gradebook.

C. Verify your selections and then click **OK**.

Reverse Chronological Order displays Cumulative Scores on the left side.

		3/30/05	3/26/05	3/24/05	3/24/05	3/24/05	3/23/05
	Cumulative Average	Sentence Structure	Punctuation	Grade 4 Language Arts	Grade 4 Language Arts Spring	Direct Objects	Conjunctions
Student ▲							
Class Average		A+ 50.0%		A+ 35.0%	A+ 60.0%	A+ 60.0%	A+ 62.0%
Azaria, Nicole	52.0%	50.0%		0.0%	80.0%	50.0%	80.0%
Doryman, Shelby	66.0%	50.0%		50.0%	100.0%	50.0%	80.0%
McMurray, Trafton	56.7%			100.0%		50.0%	20.0%

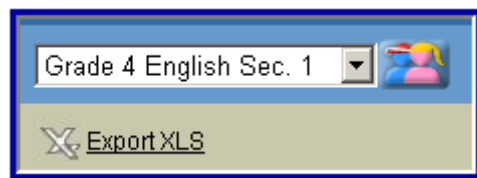
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Section 2: The District Gradebook

The District Gradebook contains District Test Scores and Cumulative Averages.

Students' Test Scores for District Tests will display immediately in the District Gradebook after students submit online tests or as soon as their tests are scanned.

1. Login to Achievement Series and click the **Classroom Area** button.
2. Select the **District Gradebook** tab.
3. Select the Class from the drop down list (upper left corner of tab).



4. Access **Student Test Score Details** by clicking the student's test score. Access Class Reports by clicking the **Class Average** score for a test.

Refer to *Class Reports Tutorial* for instructions and report interpretation.

The screenshot shows the District Gradebook interface. A table displays student scores for various tests. A red box highlights the 'Class Average' row, and a red arrow points to the 'Doryman, Shelby' row. A detailed view of the 'Conjunctions' test is shown on the left, with a red box around the 'Class Average' row.

Student	Conjunctions
Class Average	A+ 62.0%
Azaria, Nicole	80.0%
Doryman, Shelby	80.0%

	24/05	3/26/05	3/30/05	Total: 4
Direct Objects				
Punctuation				
Sentence Structure				
Cumulative Average				
Azaria, Nicole	80.0%	50.0%	50.0%	60.0%
Doryman, Shelby	80.0%	50.0%	50.0%	60.0%
McMurray, Trafton	20.0%	50.0%		35.0%

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5. Review the additional information available within the District Gradebook:

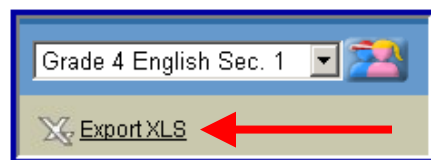
- Access Student data, including the Classes and Groups in which he is enrolled, by clicking the Student Name.

Note: If you are a Staff *with edit rights*, you can modify student data here.

- Sort information by clicking any button that provides *ascending* or *descending* ranking: Student Names, Test Scores, & Cumulative Averages.
- Observe Students' Cumulative Averages for tests *taken* to this point.
- View up to 10 tests per page. Go to 'next page' to view additional tests.

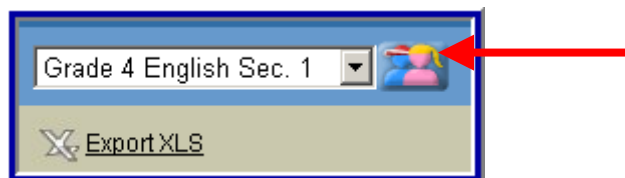
Classroom Tests Classroom Gradebook District Gradebook Shared Tests										
Grade 4 English Sec. 1										
Export XLS										Total: 2
	3/24/05	3/24/05								
	Grade 4 Language Arts	Grade 4 Language Arts Spr								Cumulative Average
Student		ing								
Class Average	A* 35.0%	A* 60.0%								
Doryman, Shelby	50.0%	100.0%								75.0%
Azaria, Nicole	0.0%	80.0%								40.0%

- Export Gradebook data by clicking **Export XLS** (upper left corner of this tab)



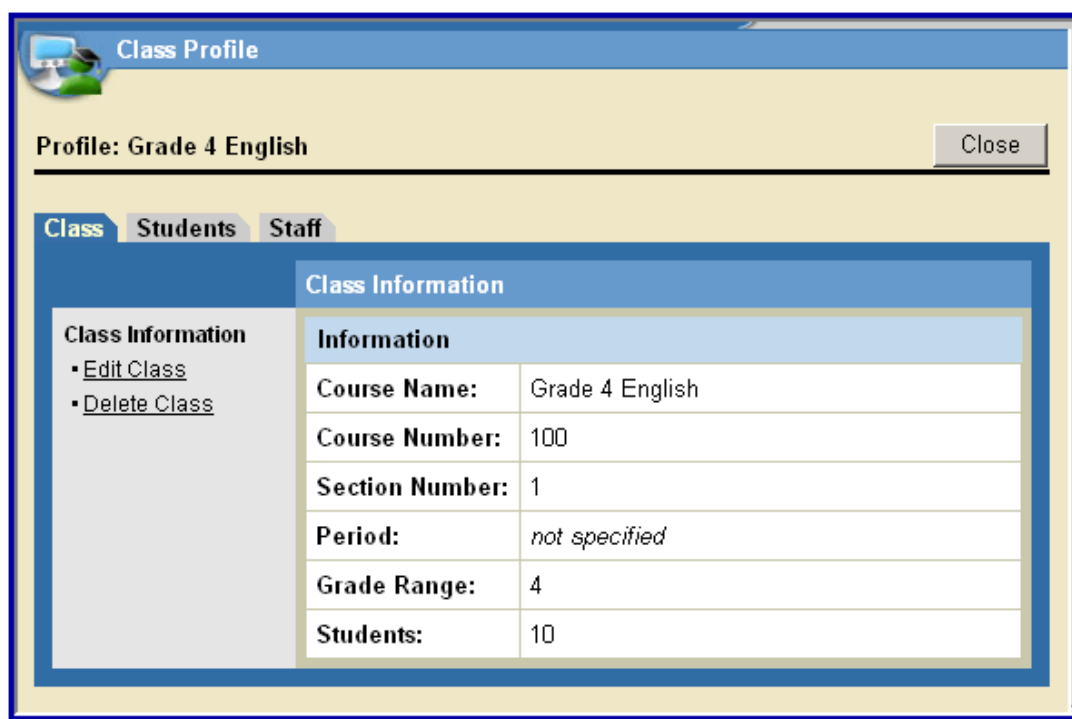
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6. Click the Class icon to access the Class Profile.



7. When the Class Profile page displays, view Class information, Students and Staff.
- Teacher with Edit can edit, add and delete class information.
 - Teachers without Edit can view information only - cannot edit, add or delete.

Click **Close** to return to the main Gradebook screen.

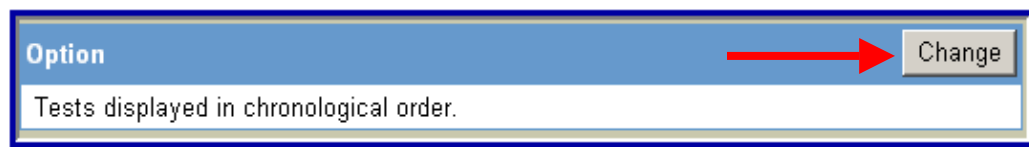


Class Information	
Information	
Course Name:	Grade 4 English
Course Number:	100
Section Number:	1
Period:	<i>not specified</i>
Grade Range:	4
Students:	10

Sorting the District Gradebook

At the bottom of the District Gradebook screen is a box that explains how the tests are currently displayed in the Gradebook: *Chronological* or *Reverse Chronological Order*.

1. To modify the Column Order, click **Change**.



2. Next select the desired *Column Order* setting and then click **OK**.
 - a. If you choose Chronological Order ...
 - Most recent test will be at the end of the list
 - Cumulative Score is on the right side
 - b. If you choose Reverse Chronological Order...
 - Most recent test will be at beginning of the list
 - Cumulative Score is on the left side

